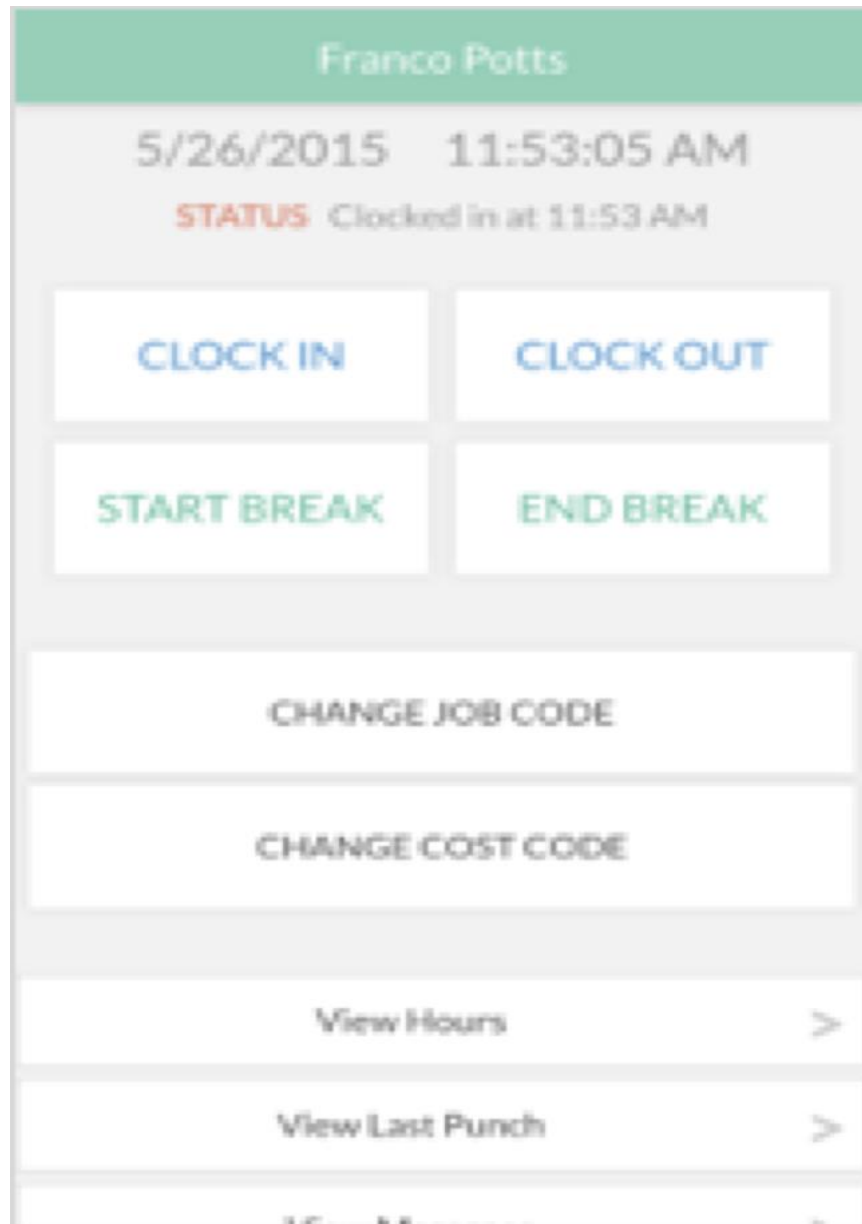


MobileClock Essentials



The TimeClock Plus® **MobileClock** app allows employees to log into TimeClock Plus and perform clock operations and view hours via an app on Android™ or Apple® smartphones and tablet devices. This is useful in cases where employees may be working on-site without access to WebClock or a conventional clock device.

After an employee uses MobileClock, managers can view where a punch took place via the built-in GPS tracking, and can even set GPS as a requirement.

Compatibility

- Android version 4.4 ("KitKat") or higher.
- iOS version 8 or higher for iPhone® and iPad®.

Installation and Setup

The MobileClock app is downloadable from Google Play™ and the Apple App Store®. To find it, simply search for "TimeClock Plus," choose MobileClock, and install it like you would any other app.

After installing, you will need to set up the app for the first time:

1. Open the app on your device. This should present you with an introduction screen. Press **Next**.
2. Enter correct information on each subsequent screen. This will consist of:
 - **Scheme:** HTTPS
 - **Host:** 270007.tcplusedemand.com
 - **Port: DO NOT CHANGE**
 - **Namespace:** 270007
 - **Select Company:** Arkansas State University 1
3. If the settings are correct, you should be taken to a configuration screen. Here, you will enter a **User ID** and **PIN** (if applicable).
4. Press **Log On** to save the settings.

Using MobileClock

Functionally, MobileClock behaves just like the WebClock or an RDTg clock device, in that many of the same operations are available in the same layout.

If you need to return to the main screen, this can be accomplished with the gray **Home** button.

Clocking In

1. Select **Clock In**.
2. Confirm your information is correct and select **Continue**.
3. If enabled, you will be prompted to select a job code and select **Continue**.
4. If enabled, you may also need to enter in a tracked amount before continuing.

Clocking Out

1. Select **Clock Out**.
2. You will be prompted to confirm your information is correct. Select **Continue**.

If enabled, you may also need to enter in a tracked amount or answer a question before continuing.

Changing Job Codes

(ONLY for Student Hourly and Non-Student Part-time Employees)

1. Select **Change Job Code**.

2. Confirm your information is correct and select **Continue**.
3. Choose the new job code and select **Continue**.

Viewing Hours

1. Select **View Hours**.
2. Use the **Prev** and **Next** buttons to browse from week to week.

Viewing Last Punch

1. Select **View Last Punch**.

The **Last Punch** screen will show you the last clock operation, including the date, time, job code, and what kind of operation it was.

Viewing Accruals

1. Select **View Accruals**.
2. Each accrual bank will be listed within its own table. Here you can view the amounts accrued, the amounts used, and the forecast usage.
3. If you need to see a different accrual forecast, use the **Select forecast date** dropdown at the top of the window to choose a new date.

Adding Requests

1. Select **Requests**.
2. To add a request, select the green circle that contains a **+ sign**.
3. Choose any available templates, and/or enter the date, start time, hours, days, leave code, and description as needed. If you need to view your accrual balance(s), press the **Accruals** button.
4. Press **Save** to enter the request.

5. Other requests will be displayed line by line on the main **View Requests** screen. Press each request to expand it.

- If you need to make any edits to a request, press **Edit**.
- To delete a previously entered request, press **Delete**.